

## **DAYLIGHT SAVINGS -- Coding Instructions**

The change from Eastern Standard Time to Daylight Savings Time will occur in the early morning hours of Sunday, March 9, 2014. However, this only affects employees who work the third shift on Saturday, March 8<sup>th</sup>. These time changes occur twice a year: March and November. When the switch occurs in the Fall, the applicable third shift is one hour longer. When the switch occurs in the Spring, the applicable third shift is one hour shorter.

**MARCH 8<sup>th</sup> 2014:** If operating needs of the agency allow, Departments may, at their discretion, permit third shift employees to work for the full number of hours in their normal shift on **Saturday night March 8, 2014**. These employees would not be entitled to receive a full day's pay unless they actually work the full number of hours in their normal shift, **OR** take leave time for the difference between the number of hours actually worked and the full number of hours in their normal shift.

**IF EMPLOYEE DOES WORK THE FULL NUMBER OF HOURS FOR THE NORMAL SHIFT, on third shift on the night of March 8<sup>th</sup> :**

- Code the number of regularly scheduled hours actually worked as "HOURS WORKED".

**IF EMPLOYEE DOES NOT WORK THE FULL NUMBER OF HOURS FOR THE NORMAL SHIFT on third shift on the night of March 8<sup>th</sup> :**

- Code the number of regularly scheduled hours actually worked as "HOURS WORKED"; **and**
- Code the appropriate leave code (*Annual, Personal, Comp*) for the difference between the number of hours actually worked and the number of regular hours scheduled for that shift.

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**NOTE:** If March 8, 2014, is a scheduled day off for an employee, and the employee does not work, no additional time report coding is necessary.

**NOTE:** If an employee is on approved leave for all of the normally scheduled third shift hours on March 8, 2014, s/he should report usage of appropriate accrued leave time for the full number of regular hours scheduled for that shift.

**NOTE:** Any overtime hours actually worked on the third shift on March 8, 2014 would be reported in the normal manner.

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